	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	4/Human Resources
	Section No./Name	4-05/Individual Pay Adjustments and Premium Pay Awards
	Document No./Name	4-05/Individual Pay Adjustments
	Effective Date	12/21/15

I. STATEMENT OF POLICY

It is the policy of the Department of Children and Family Services to provide uniform guidelines and criteria regarding individual pay adjustments under [Civil Service Rule 6.16\(C\)](#), which states:

“When an appointing authority requests and can present adequate justification with documentation before the Commission in public hearing, the Commission may grant special adjustments in pay for individual employees.”

*Application of [Civil Service Rule 6.16\(C\) Individual Pay Adjustment](#) is optional and no request will be effective until it is approved by the Commission. Requests should only be made to address pay issues and problems that cannot be fully resolved under [DCFS Optional Pay Adjustment Policy 4-22 \(Civil Service Rule 6.16.2\)](#) or [DCFS Rewards and Recognition Policy 4-17 \(Civil Service Rule 6.16.1\)](#) or other pay rules. **

This policy ***should*** be used for requests for pay adjustments that exceed 10%. The [DCFS Optional Pay Adjustment Policy 4-22](#) ***and DCFS Rewards and Recognition Policy 4-17*** shall be used for pay adjustments that do NOT exceed 10%.


*No employee shall be recommended for an individual pay adjustment that has received an overall rating of Needs Improvement/Unsuccessful on their most recent performance evaluation. **

II. PROCEDURES

The following information must be submitted with a request for a pay adjustment under this policy:

- Name of the employee
- Classified job title of the employee
- The bi-weekly adjustment amount (requested bi-weekly salary minus present bi-weekly salary equals bi-weekly adjustment amount)
- Any information that may be important to the situation, such as a chronology of events or actions that affected the employee
- A copy of the written job offer and the name of the person who has verified the offer, when requesting a pay adjustment to match a job offer from private industry
- Proposed effective date of the action

The letter of request to the Commission must be posted in a conspicuous place at least two weeks before the Commission meeting so that all DCFS employees can easily see it.

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The Secretary or the Undersecretary is responsible for approving each request before presentation to the Civil Service Commission.


The appointing authority of each Division is responsible for assuring that individual pay adjustments are requested according to this policy and for certifying that adequate funding is available.

An appointing authority may request an exception from this policy by submitting a written request for exception, with supporting documentation, for approval of the Secretary.

Each request must be approved by the Deputy Secretary or Bureau/Section Director and be forwarded to the Human Resources Director for review and recommendations.

Requests for individual pay adjustments are based on one of the following criteria and requirements:

- A. ***To correct mechanics of the pay plan and/or results of classification procedures.** *****
 - ***To correct differentials in pay caused by the mechanics of the pay plan such as a reduction in an employee's pay caused by the retroactive application of job corrections/reallocations.****
 - To "fix" obvious, rare pay inequities. This does not apply for normal cases where subordinates earn more than their supervisors due to seniority, etc.
- B. ***To address hiring/recruitment problems that cannot be addressed by other rules (e.g., Special Entrance Rates, Special Pay Rates and/or Pay for Extraordinary Qualifications or Credentials)****
- C. ***Retention of an employee deemed critical to the agency****
 - To retain an employee that the department is in serious risk of losing and replacement would be extremely difficult. [Rule 6.16\(C\)](#) may be used, provided all the following information supports the request:
 - Evidence of the current risk of losing the employee; specifically, information concerning offers made to the employee, including dates of offers, identification of the individuals or firms making the offers, and salary amounts offered.
 - Special qualifications and/or credentials possessed by the employee. The appointing authority must clearly explain the importance of the person's loss and the difficulty of replacing him/her.

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- That the increased pay will motivate the employee to remain in the department's employ.
- Special information concerning the history of recruiting efforts made to fill the position. This is to include the turnover rate for the position and the reasons previous employees left the position.

D. Work Performance*

Individual pay adjustments may be requested up to the maximum rate of pay of the pay level assigned to the employee's job title.

III. FORMS AND INSTRUCTIONS

There are no forms and instructions associated with this policy

IV. REFERENCES

[Civil Service Rule 6.16\(C\)](#)

[DCFS Optional Pay Adjustment Policy 4-22](#)

[DCFS Rewards and Recognition Policy 4-17](#)*
